

# Washington County

## *Job Description*



<b>Title:</b>	Case Manager		
<b>Division:</b>	Investigations Bureau	<b>Effective Date:</b>	08/17
<b>Department:</b>	County Attorney	<b>Last Revised:</b>	11/18
<b>Career Service:</b>	Exempt (Grant Funded)	<b>FLSA:</b>	Eligible

### GENERAL PURPOSE

Under the general direction of the County Attorney's Office, conducts certified case management services to adults that participate in the Washington County Court Support Service Program at the primary facility or elsewhere as needed. Coordinates with clinicians to develop a case action plan, assists in the transition to treatment services, assists in tracking/monitoring compliance to prepare progress reports. Testifies in court as required.

### SUPERVISION RECEIVED

Works under the general supervision of the County Attorney and the specific supervision of the Court Support Services Program Manager.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Administers evidenced based case management services to assist adult participants in the Washington County Court Support Services. Identifies and assesses issues relating to language, cognitive ability, and emotional state of interviewees.

Works with the Washington County Fifth District Court, Washington County Attorney's Office, Defense Attorney's, law enforcement agencies in Washington County, public/ private certified treatment providers, community supervision, and community resources.

Adheres to the federal HIPAA law pertaining to release of confidential information to all third party communication without written consent. Adheres to guidelines set forth by the Department of Human Services (DHS), specifically Department of Substance Abuse and Mental Health (DSAMH) concerning program policies.

Gathers and reviews all pertinent information court related documents, treatment records, collateral information such as background information from parents/caregivers, law enforcement, DCFS (if applicable). Meets with parents/caregivers, law enforcement agencies as needed to monitor progress in treatment/supervision. Conducts random drug testing as needed and complies with result notification to immediate supervisor.

Writes clear and concise reports as required. Ensures reports and other documents are delivered to courts and other parties in a timely manner and in a format approved by the Washington County Attorney's Office. Creates, maintains, and submits various records and documents to ensure accurate data collection for statistical reports and other purposes, specifically Court Support Service Case Management System.

Provides courtroom testimony on progress reports, non-compliance reports, including associated interviews conducted and expert witness testimony if needed.

Serves as a direct support to a Case Manager II to assist in the tracking/monitoring supervision.

Participates in the team staff meetings for program compliance, program revisions, and identification of challenges. Provides direct support to effectively work as a team with suggestive solutions for any challenges. Establishes and maintains teamwork and collaboration with the Court Support Service program as well as partnering agencies. Participates in quarterly employee reviews.

Provides evidence based practices including case management services, coordinating case action development based from clinical assessments, interview related training to other entities and statewide as needed.

Maintain professional certification including required (annual) continue education hours and skills in the field peer support specialist and case management services. Participates in continue education which includes: Best practices for documentation program software and integration, evidence based case management techniques and assessments, maintains expertise on current trends, community resources, and developments in the field of behavioral health, trauma, abuse, criminogenic behavior and other pertinent topics. Attends a national substance abuse conference annually.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a Bachelors degree in social work, science, criminal justice or a related field preferred.

OR

B. Utah Peer Support Specialist Certification

OR

C. Four years of equivalent work experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of: Behavioral health practice methods and techniques; Criminogenic risk factors and treatment modes; Understand evidence based assessment reports and coordinate care to develop a case action plan; Understand language and cognitive ability; criminal justice system; laws, ordinances, and policies relevant to work performed.

Skill in: Crisis intervention techniques; clinical documentation, evidenced based interviewing techniques; basic computer programs, word processing and document composition.

Ability to: Conduct evidence based case management services of adults that are within the criminal justice system, as well as family members and various individuals that pertain to the way of living current/history; identify participants with physical and mental disabilities; identify and assess symptoms of current substance use; communicate effectively verbally and in writing; maintain files, records, and reports; coordinate multiple tasks efficiently.

Bilingual English/Spanish desirable but not required.

3. Special Requirements:

Must possess a valid certification for Peer Support Specialist.

Must possess a valid Utah Driver's License and successfully pass a full background check.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, seeing and common eye-hand-finger dexterity. Mental application requires memory for details and verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular travel throughout Washington County and periodic travel outside of Washington County required in the normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)